

Lewisville Town Council
Briefing and Action Meeting Minutes
August 1, 2024 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn and Council Members Ivan Huffman, Monte Long, Julia Puckett, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Community Center Operations Manager Brian Moore, and Town Attorney Elliot Fus. Mayor Pro Tem Melissa Hunt was absent.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Welch and approved unanimously.

2. Items Requiring Council Direction

- A. Landmark indicator sign – Nissan House – The Nissan House is requesting a directional sign to be placed at Shallowford Road. Council consensus was for the Town to develop the sign so that it is consistent with Town policies and state markers.
- B. Board and committee charter changes – Mrs. Moore shared with Council proposed charter changes for the Beautification, Public Art, Environmental Conservation and Sustainability, and Parks and Recreation committees/board. The revisions reflect membership caps, quorum clarifications, multiple family members, and general cleanup. The Parks and Recreation Board will become a committee with full appointment every two years versus staggered. Revisions to the Public Art charter includes requests by the committee for staggered terms and two, non-art members. Council consensus was to place on the August 8 agenda for consideration.

Council and staff also discussed the dissolution of the Public Safety Advisory Committee noting the committee was formed when the Town had very little staff. Tasks charged to the committee are now handled by Town staff and/or county agencies. Council consensus was to place on the August 8 agenda for consideration.

- C. Special grants committee – The special grants committee will review proposed changes to the special grants policy and application. Once reviewed, they will present proposed changes to Council.
- D. Facility Use Exemption Request – Forsyth County Fire Historical Society, Inc. – Council consensus was given for a one-time, reduced rate of half price to the Forsyth County Fire Historical Society, Inc. to use the Mary Alice Warren Community Center (MAWCC) on October 5 for a fundraising event. The Society will utilize three rooms and the kitchen. This will be on the August 8 agenda for Council consideration.
- E. Holiday Open House – Council consensus was given to hold an annual Holiday Open House at MAWCC. Staff will coordinate the event with the Shallowford Foundation.

3. Items Requiring Action at Briefing – None

4. Administrative Reports

- A. Town Manager
 - i. Public Works building purchase – Manager Tolbert reported inspection of the former post office building is scheduled for August 5. The pesticide inspection has been completed. Minor treatment for termites is needed initially with normal treatment after purchase.

- ii. Great Wagon Road update – Commencement of the Great Wagon Road project has been postponed until February 25 due to additional water and sewer easements needed. Manager Tolbert noted the Town did donate to the project the rights-of-way purchased by the Town. It was also noted the playground relocation at Shallowford Square will be at the Town’s expense with no assistance from North Carolina Department of Transportation (NCDOT). With the new right-of-way, the existing playground would be too close to the road. Manager Tolbert shared the Parks and Recreation and Public Art committees will host a community collaboration event on September 9 at Shallowford Square regarding the playground relocation and public art installation.
 - B. Clerk
 - i. Andrew Flannigan has resigned from the Zoning Board of Adjustment
 - ii. Chicago Rewired – August 3, 7 PM
 - iii. National Night Out – August 6, 6-8 PM
 - iv. Blood Drive – August 7, 1-5 PM, MAWCC
 - v. CPR Class – August 10, 8 AM-12 PM, MAWCC
 - vi. Bourbon Revival Band – August 31, 7-9 PM
 - vii. Town offices closed – September 2
 - viii. A food drive for Lewisville Community Assistance Program (LCAP) will be held at the October 5 concert. This will be an annual event held at the last concert of the season.
 - C. Public Works Director
 - i. PARTF/Jack Warren Park improvements – The PARTF/Jack Warren Park improvements project has begun with mulching, mapping nature trails, surveying disc golf course, and more. The anticipated project completion is December 23.
 - ii. Lake Marblehead Dam – The contract with Grimes Engineering for design and development of improvements to Lake Marblehead Dam was signed in July. This will be a 6-month project. Design and permit request submittals are anticipated to be submitted mid-October.
 - D. Community Center Operations Manager – Mr. Moore shared the quarterly report for MAWCC. *(Report is included with the minutes.)*
- 5. **Tentative Agenda Items for Regular Meeting on August 8, 2024**
 - A. Consent Agenda
 - i. Resolution 2024-035 – Financial statements for the year ended June 30, 2024 – PRELIMINARY AND UNAUDITED
 - ii. Approval of Agenda Briefing Minutes – July 3, 2024
 - iii. Approval of Regular Meeting Minutes – July 11, 2024
 - B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. Sheriff’s Office monthly report
 - b. Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023 – “Certificate of Achievement for Excellence in Financial Reporting”
 - C. Public Hearings – Manager Tolbert shared public hearings related to rezoning and annexation of property for the Shallowford Road Driving Range were postponed so the applicant could acquire environmental permits, which have been issued. Town staff has been discussing the rezoning with the applicants since there has been concern about the proposed highway business (HB) zoning. In the Town’s Unified Development Ordinance (UDO), a golf course in certain zoning districts can be approved by review of compliance. The Planning Board is considering a text amendment whereby a driving range would also be permitted in some zoning districts. Due to the proposed text amendment, the applicants are considering withdrawing their petitions at the August 8 meeting. If the text amendment is approved, the applicants will resubmit a rezoning and annexation

request. Manager Tolbert will meet with those who have expressed concern during this process to let them know of the Town's and applicant's intentions.

- i. Rezoning – L-107 – Shallowford Road Driving Range
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-002– Change zoning from Forsyth County RS-40 to Town of Lewisville HB-C – Shallowford Road Driving Range
 - ii. Annexation – Shallowford Road Driving Range
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-003 – Extend the Town of Lewisville corporate limits to include Shallowford Driving Range
- D. Old Business
- E. New Business
- i. Ordinance 2024-025 – Facility use exemption policy
 - ii. Resolution 2024-036 – Traffic mitigation policy
 - iii. Ordinance 2024-012 – AMENDED – Change zoning from Forsyth County RS-30 to Town of Lewisville RS-30 – 2065 Glenn Ferry Court
 - iv. Ordinance 2024-013 - AMENDED – Extend the Town of Lewisville corporate limits to include 2065 Glenn Ferry Court
6. **For the Good of the Order**
- A. Mayor Horn recognized Amy Taylor North, candidate for North Carolina House District 74.
7. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 7:53 PM. The motion was seconded by Council Member Puckett and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk